



Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste –

BWP HW 07 Application for approval to conduct Treatability Studies
Permit Fact Sheet

1. What is the purpose of this approval?

This approval authorizes and sets conditions for persons intending to conduct treatability studies using samples of hazardous waste generated on-site or collected from off-site. Treatability studies are conducted to obtain engineering and economic evaluations of treatment processes and equipment.

Treatability studies also include toxicological and health effects studies and studies of a hazardous waste's compatibility with liners or storage material.

The operation of treatment equipment or processes proven to be effective on a specific waste will help prevent the discharge of hazardous waste to the environment.

Legislative authority for these permits is stated in MGL Chapter 21C, sections 4 and 6. Regulatory authority is found at 310 CMR 30.104(3)(b) and 30.104(3)(c).

2. Who must apply?

Any one wishing to conduct a treatability study must apply for this permit. The types of firms that typically apply include manufacturers of treatment equipment, facilities that treat, store or dispose of hazardous waste, laboratories, consulting engineering and research companies, and universities.

3. What other requirements should be considered when applying for this approval?

a. What prerequisites should be considered before applying for this approval?

Important: The applicant should call 617-292-5580 and request a meeting for guidance in preparing the application.

b. What concurrent applications are related to this approval?

Depending on the treatment process or equipment, additional permits or approvals may be required from DEP or local authorities. For example, air or water permits may be required if the treatment involves potential discharges to the environment.

4. What is the application fee?

The application fee is \$2,195

5. What is the Primary Permit Location?

PRIMARY PERMIT LOCATION (original and 2 copies)
**Department of Environmental Protection
Hazardous Waste
One Winter Street 8th. floor
Boston, MA 02108
Attention: Permits Administrator**

What is the Reserve Copy Location?

RESERVE COPY LOCATION
None



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste –

BWP HW 07 Application for approval to conduct Treatability Studies
Permit Fact Sheet

6. What are the timelines?

As of July 1, 2004 the timelines are:

	AC	T1	T2*
BWP HW 07	30	45	45

*A second technical review will only be conducted if necessary.

7. What is the annual compliance fee?

There is no annual compliance fee for this approval.

8. How long is this approval in effect?

The Department issues an approval letter and the approval remains in effect until the laboratory or testing facility notifies the Department by letter that it is no longer conducting treatability studies. If a new location is proposed, a new application and approval is required. Contact the Department regarding any proposed changes to the approved treatability approval to determine if a new approval is needed.

9. How can I avoid the most common mistakes made in applying for this approval?

- The applicant should be sure to obtain an up-to-date edition of the Hazardous Waste Management Regulations (310 CMR 30.000). The provisions governing treatability studies (310 CMR 30.104(3)(b) and 30.104(3)(c)) should be reviewed carefully.
- The applicant should request a meeting before the applicant begins to prepare the application. Contact the Department at (617) 292-5580.
- The applicant should follow DEP's Treatability Studies Application Checklist, which is attached to this application kit.
- Submit the fee and one page of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. What are the regulations that apply to this approval? Where can I get copies?

These regulations include, but are not limited to:

- Hazardous Waste Regulations, 310 CMR 30.000.
- Timely Action and Fee Provisions, 310 CMR 4.00.
- Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376

The above regulations are available for viewing at the Department's web site at www.mass.gov/dep/



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste –

BWP HW 07 Application for approval to conduct Treatability Studies
Application Completeness Checklist

- ☐ Meeting held to discuss the application. Call 617-292-5580 to set up a meeting.
- ☐ The DEP Transmittal Form is completed.
- ☐ DEP Application Form BWP HW 07 is completed and included with the application package.
- ☐ DEP Treatability Studies Checklist is completed and included with the application package.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send an original and two copies of the application along with *one* page from the DEP Transmittal Form to:

Department of Environmental Protection
Hazardous Waste
One Winter Street, 8th. floor
Boston, MA 02108
Attn: Permits Administrator

- ☐ Send the fee of \$2,195 in the form of a check or money order made payable to *Commonwealth of Massachusetts*, along with *one* page of the DEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

Millbury Training Center
Route 20 Millbury, MA 01527
Telephone: (508) 368-5600
Fax: (508) 755-9253
Residuals Sludge Management
Telephone: (508) 368-5606
WWT Operator Certification
Telephone: (508) 368-5698

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



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Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
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Charlemont
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Chester
Chesterfield
Chicopee
Clarksburg

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Conway
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Granby
Granville
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Hadley

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Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
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Leverett
Leyden
Longmeadow
Ludlow
Middlefield

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Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
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Southwick
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Ware
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Washington
Wendell
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Westhampton
West Springfield
West Stockbridge
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Williamsburg
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DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



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Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



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Sharon
Somerset
Stoughton
Swansea
Taunton

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Truro
Wareham
Wellfleet
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Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
1 Winter Street
Boston, MA 02108
Phone: 617-654-6500



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Randolph
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Sherborn
Somerville
Stoneham
Sudbury
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Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste

BWP HW07

Application for Approval to Conduct Treatability Studies

Treatability Studies Summary

Transmittal Number # _____

Facility ID (if known) _____

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Application Information

1. _____
Name of Applicant Company
2. _____
EPA Identification Number (if a number has been applied for, but not yet received, write 'PENDING')
3. Specify the applicant company's business organization:
☐ Sole Proprietorship ☐ Corporation ☐ Partnership ☐ Other (specify): _____
4. Specify the status of the applicant's business:
☐ Private ☐ Public ☐ Other (specify): _____

B. Proposed Activity Summary

1. Provide a complete description of the proposed activity (use additional sheets if necessary).

C. Required Attachments

The applicant must complete and submit the information described in the **Treatability Studies checklist**. No application is complete without the information described in the **Treatability Studies checklist**.

Has all the required information been submitted?

☐ Yes

☐ No



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste

BWP HW07

Application for Approval to Conduct Treatability Studies

Treatability Studies Summary

Transmittal Number #

Facility ID (if known)

D. Confidentiality Request

You may request the Department to keep confidential part or all of any documentary material or data submitted to the Department if such material or data, if made public, would divulge a trade secret.

You are advised to read 310 CMR 3.00 carefully before making such a request because only certain material or data may properly be the subject of a request for confidentiality.

E. Certification

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information. I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Print Name

Authorized Signature

Position/Title

Date



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste

Treatability Studies Checklist

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Application Requirements	310 CMR 30.000 Cross Reference	Subject Requirements	Provided	Page(s) in Application
30.104(3)(c)1.,a.	n/a	Property Owner	<input type="checkbox"/>	_____
		Address	<input type="checkbox"/>	_____
				Comments and/or Notes
30.104(3)(c)1.,b.	n/a	Owner/Operator	<input type="checkbox"/>	_____
		Address	<input type="checkbox"/>	_____
				Comments and/or Notes
30.104(3)(c)1.,c.	n/a	Name and telephone number of the individual responsible for supervising all treatability studies.	<input type="checkbox"/>	_____
				Comments and/or Notes
30.104(3)(c)1.,d.	n/a	Operations Plan:		_____
		Site Plan/Map Scale, topographic contours or elevations, buildings, normal and emergency roads and access to facility, drainage features - i.e. catch basins, fence and property lines.	<input type="checkbox"/>	_____
				Comments and/or Notes
30.104(3)(c)1.,d.,(i)	n/a	Written description of all:		_____
		Hazardous Waste Storage Areas:	<input type="checkbox"/>	_____
		Include floor plan, location of floor drains, compatible and incompatible storage areas, berms, safety equipment (fire, telephones, etc.) emergency switches and valves).		Comments and/or Notes

		Describe materials of construction, i.e. roof, walls, floor.	<input type="checkbox"/>	_____
				Comments and/or Notes
			<input type="checkbox"/>	_____
		Describe method and equipment to be used to handle hazardous waste in containers and tanks. (Receive, store, move, ship)		Comments and/or Notes



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste

Treatability Studies Checklist

Application Requirements	310 CMR 30.000 Cross Reference	Subject Requirements	Provided	Page(s) in Application
30.104(3)(c)1.,d.,(ii)	n/a	All hazardous waste treatment and sample analysis areas: Include floor plan, location of floor drains, treatment equipment, sample analysis area, safety equipment (fire, telephones, etc.) emergency switches and valves.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
	n/a	Describe materials of construction i.e. roof, walls, floor.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
30.104(3)(c)1.,d.,(iii)	n/a	All hazardous wastes to be stored and treated or analyzed including chemical name and waste codes.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
30.104(3)(c)1.,d.,(iv)	n/a	1. All hazardous waste treatment processes: Include simplified process flow diagram for each treatment unit showing major components and location and types of all safety devices such as relief valves, control valves, etc.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
	n/a	2. Description of the process flow diagram addressing the following:		
		a. transfer of hazardous waste from containers or tanks to treatment units.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
		b. function of each major component shown on the process flow diagram. Include the normal and maximum levels of temperature and pressure.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
		c. transfer of recovered effluents and hazardous waste from treatment unit to containers or tanks.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
		d. procedures for emergency shutdown.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes



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Treatability Studies Checklist

Application Requirements	310 CMR 30.000 Cross Reference	Subject Requirements	Provided	Page(s) in Application
30.104(3)(c)1.,d.,(v)	n/a	Procedures for obtaining detailed chemical and physical analyses of representative samples of waste prior to receipt of hazardous waste for treatability studies.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
30.104(3)(c)1.,d.,(vi)	n/a	Chemical and physical screening methods used to verify that hazardous waste received from off-site generators is as described in 30.104(3)(c)1.,d.,(v) above.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
30.104(3)(c)1.,e	30.351(8)	Certification of compliance with small quantity generator requirements governing waste accumulation.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
	30.351(9)	Certification of compliance with requirements governing emergency procedures, prevention and response.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
30.104(3)(c)1.,f	30.807(1)	Signature of responsible:		<hr/> <hr/>
		Corporate Officer	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
		Corporate Seal	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
	30.009	Required certification	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
30.104(3)(c)1.,g	n/a	Listing and status of all required permits or construction approvals for treatability activity.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
30.104(3)(c)1.,h	n/a	1. Description of introductory and continuing training programs. Emphasize hazardous waste management, treatment and emergency procedures.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
	n/a	2. Documentation of all training given and intended to be given to each employee.	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes



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Treatability Studies Checklist

Application Requirements	310 CMR 30.000 Cross Reference	Subject Requirements	Provided	Page(s) in Application
30.104(3)(c)1.,i	30.585	Required certification concerning written decontamination procedures for mobile treatment units.	<input type="checkbox"/>	_____
				Comments and/or Notes _____
30.104(3)(c)1.,j	30.807	Required certification concerning the safety of treatability studies.	<input type="checkbox"/>	_____
				Comments and/or Notes _____
30.104(3)(c)1.,k	n/a	Documentation of notification to local officials.	<input type="checkbox"/>	_____
				Comments and/or Notes _____
30.104(3)(c)3.	n/a	Documentation that testing facility conducting treatability study has an EPA ID number	<input type="checkbox"/>	_____
				Comments and/or Notes _____
	n/a	Briefly, restate in your application the following sections of the regulations listed below, and your intention to comply.	<input type="checkbox"/>	_____
				Comments and/or Notes _____
30.104(3)(c)4.	n/a	Treatability studies treatment limitations	<input type="checkbox"/>	_____
				Comments and/or Notes _____
30.104(3)(c)5.	n/a	Treatability storage & accumulation limits	<input type="checkbox"/>	_____
				Comments and/or Notes _____
30.104(3)(c)6.	n/a	Holding samples no longer than 90 days or one year	<input type="checkbox"/>	_____
				Comments and/or Notes _____
30.104(3)(c)7.	n/a	Accumulation and Emergency Procedures	<input type="checkbox"/>	_____
				Comments and/or Notes _____
30.104(3)(c)8.	n/a	No placement on land. No open burning	<input type="checkbox"/>	_____
				Comments and/or Notes _____
30.104(3)(c)9.	n/a	Maintenance of records	<input type="checkbox"/>	_____
				Comments and/or Notes _____
30.104(3)(c)10.	n/a	Maintenance of contracts & Record of sample shipments	<input type="checkbox"/>	_____
				Comments and/or Notes _____



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Hazardous Waste

Treatability Studies Checklist

Application Requirements	310 CMR 30.000 Cross Reference	Subject Requirements	Provided	Page(s) in Application
30.104(3)(c)11.	n/a	Annual Reporting requirements	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
30.104(3)(c)12.	n/a	Hazardous waste determination for residuals	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
30.104(3)(c)13.	n/a	Closure requirements	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes
30.104(3)(c)14.	n/a	Notification of cessation of treatability studies & Closure	<input type="checkbox"/>	<hr/> <hr/>
				Comments and/or Notes